

GODDARD SPACE FLIGHT CENTER <b>KEYCARD REQUEST/RECEIPT</b>			
<b>NAME</b> _____ I hereby request that a keycard be issued to the following person.			
First <input style="width: 90%;" type="text"/>	MI <input style="width: 80%;" type="text"/>	Last <input style="width: 90%;" type="text"/>	
Code <input style="width: 80%;" type="text"/>	Badge No. <input style="width: 80%;" type="text"/>	Badge Color <input style="width: 80%;" type="text"/>	
Phone <input style="width: 80%;" type="text"/>	Access Group <input style="width: 90%;" type="text"/>		
<b>CONTRACT INFORMATION</b> _____			
Employer <input style="width: 80%;" type="text"/>		Termination Date <input style="width: 80%;" type="text"/>	
The Authorizing Official responsible for the designated access group <b>MUST</b> authorized/approve this Request for an individual's keycard.			
<b>AUTHORIZATION</b> Typed Name of Authorizing Official <input style="width: 90%;" type="text"/>		CODE <input style="width: 80%;" type="text"/>	PHONE <input style="width: 80%;" type="text"/>
SIGNATURE (of Authorizing Official) <input style="width: 90%;" type="text"/>			DATE <input style="width: 80%;" type="text"/>
GSFC 24-12a (11/98)		KEYCARD REQUEST/RECEIPT FORM	

### FRONT

Card size is 4" x 6" Printed on YELLOW card stock

<b>KEYCARD RECEIPT</b>	
<p style="text-align: center;"><b>AGREEMENT</b></p> <p><b>BY SIGNING THIS FORM I UNDERSTAND AND AGREE THAT:</b></p> <ol style="list-style-type: none"> <li>1. I will control the keycard and account for it at all times;</li> <li>2. I will return the keycard to the Security Office (GSO) Key Control Section upon termination of employment or transfer from my present area of responsibility; I will not <u>give</u> it to anyone else;</li> <li>3. I will immediately report the loss or theft of the keycard to the GSO Key Control;</li> <li>4. I will protect my assigned PIN from unauthorized disclosure.</li> </ol>	
<p><b>[NOTE: Do NOT sign this form until you receive/pick up the keycard.]</b></p>	
SIGNATURE (of person receiving key) <input style="width: 90%;" type="text"/>	DATE <input style="width: 80%;" type="text"/>
<b>SECURITY OFFICE USE ONLY</b>	
KEYCARD No. <input style="width: 80%;" type="text"/>	EXPIRATION DATE <input style="width: 80%;" type="text"/>
PRI-ACCESS <input style="width: 80%;" type="text"/>	PRI-TZ <input style="width: 80%;" type="text"/>
ALT-ACCESS <input style="width: 80%;" type="text"/>	ALT-TZ <input style="width: 80%;" type="text"/>

### REVERSE

Card size is 4" x 6" Printed on YELLOW card stock